

# 2014 IDOA VENDOR FAIR

## GENERAL EXHIBITOR INFORMATION

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All exhibitors participating in the 2014 IDOA Vendor Fair are subject to the rules, regulations and policies listed in this document. Questions regarding these rules or instructions should be directed to:

[IDOAVendorfair@idoa.in.gov](mailto:IDOAVendorfair@idoa.in.gov)

- 1) The fair will be held at the Indiana Government Center Conference Center – 302 West Washington Street, Indianapolis, Indiana 46204. The Exhibit Hall will be open to state agencies, universities, local municipalities, library officials, and K12 during the following time:  
**Wednesday, October 22<sup>nd</sup> – 9:00 AM to 1:00 PM.**
- 2) Move in and installation will be from **7:00 AM – 8:30 AM on Wednesday, October 22<sup>nd</sup>**. Please see Security / Entrance Instructions on unloading requirements on **Page 2**.
- 3) Downtown Parking: Options can be located at <http://www.indydt.org/parking.cfm>.
- 4) Booth location within Exhibit Hall can be found in the accompanied document titled **2014 Fair Layout**.
- 5) Continental breakfast and afternoon snacks will be provided by IDOA and located in Room 9.
- 6) The Conference Center will provide 1- 5 foot table (54"x72") and 2 chairs to each exhibitor's booth. Please limit representation to 2 people per booth; if providing a workshop session we will allow for 1 additional person.
- 7) Equipment may not extend into the aisles and across the exhibitors booth space.
- 8) All signs must be located within the boundaries of the assigned booth. Signs may not be attached to walls or hung from the ceiling. Exhibitors will be liable for damage caused by marking, defacing or damage by fastening fixtures or other items to floors, walls, columns or equipment furnished by IDOA.
- 9) May not display or distribute printed material, samples, advertising or other articles outside the booth space (if you are scheduled for a workshop session you may distribute in it).
- 10) Exhibitor will keep the exhibit open and staffed at all times during exhibit hours; and in good condition.
- 11) To maintain the professionalism and high caliber of the show, exhibitors are asked to observe and maintain the "good neighbor policy" at all times. Loud or obtrusive audio-visual or other activities that would be distracting to neighbors' booths will not be permitted.
- 12) Prizes, awards and drawings are permitted; however IDOA will not announce or participate in such activities.
- 13) Exhibitor is required to provide all insurance and/or policy riders to cover all booth contents.
- 14) If you have any special needs for your booth please contact IDOA through the email listed above. Instructions for Internet access can be found on **Page 5 – Connecting to State of Indiana Public Wireless**.
- 15) All Exhibitors will be bound by and subject to the policies/procedures/rules of the Conference Center and within this document on **Page 3 – General Rules of Use**.
- 16) An IDOA representative will be on hand during the event to assist with any day of questions or issues.

# INDIANA GOVERNMENT CENTER

## SECURITY / ENTRANCE INSTRUCTIONS

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### **Robert Orr Plaza (located off of West Street)**

IDOA has been granted special permission from Capitol Police/Conference Center for exhibitors to idle their vehicles to unload on **Robert Orr Plaza during the hours of 7:00 AM – 8:30 AM**. After 8:30 AM, you will be required to use the public entrance on Washington Street. Cars CANNOT be left unattended on Orr Plaza. Once your car has been parked you will need to go to the public entrance to gain re-entry. **End of the event loading from 1:00 PM – 2:00 PM** should follow the same instructions.

### **Public Entrance: 302 W. Washington Street, Indianapolis, IN 46204**

(The Eastern-Most Washington St. Entrance)

Unloading at the Public Entrances: You may unload at the public entrances if your item(s) meets the criteria listed below. All items carried in, must be scanned through the X-ray machine.

- Packages can be no larger than SIZE 24"X16"
- You will need to deliver your package(s) to its final destination immediately, no package may be left unattended
- No vehicle may be parked / left unattended at anytime.
- If items will not fit, you must make prior arrangements for delivery to the loading dock. No exceptions.

### **Dock Delivery: 323 West Ohio Street, Indianapolis, IN 46204 (look for "DELIVERIES" sign)**

If you will need dock delivery the following information must be submitted to [IDOAVendorfair@idoa.in.gov](mailto:IDOAVendorfair@idoa.in.gov) by 9:00 AM Tuesday, October 21, 2014.

- Type of Vehicle:
- Name of business or individual making delivery:
- Time of planned delivery:

**Access will not be granted if arrangements have not been made in advance through the IDOA Vendor Fair Committee.** You will sign in with the Dock Master and be issued a Temporary ID to gain access to the building through tunnel system. Your vehicle will need to be moved as soon as material is off loaded. PLEASE BRING THE MEANS TO TRANSPORT ITEMS THROUGH THE TUNNEL SYSTEM. Any Temporary ID's issued will need to be returned to IDOA.

# CONFERENCE CENTER

## GENERAL RULES OF USE

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### 1) Animals

- Animals used to assist individuals are allowed. All other animals are prohibited.

### 2) Banners

- Banners may be displayed in locations approved by Conference Center staff. User must supply the display system. The Conference Center does not allow banners to hang from painted railings or room acoustic panels.

### 3) Clean-Up

- Spills or other accidents are to be reported to the Conference Center office immediately.
- User is responsible for assuring that all trash has been placed in appropriate receptacles before vacating the room(s).

### 4) Decorations

- Decorating may be done if User furnishes decorations. User must receive IDOA approval for decorations and for scheduled set-up.
- The following are not allowed for any reason: flames, helium balloons and confetti or like items.
- Nails, pins or tape cannot be used. Furniture and fixtures cannot be displaced.
- User is responsible for removing all decorative materials.

### 5) Decorum

- Loud, rude or riotous noise and/or disorderly conduct will not be tolerated.
- Climbing or walking upon any piece of furniture or equipment not intended for such purpose is prohibited.

### 6) Deliveries

- Deliveries of supplies and equipment may be made only at locations designated as loading areas by IDOA and only at times designated by Conference Center staff.

### 7) Displays / Postings

- Displays, signs, flags, or decorations may not be erected, attached or mounted inside the Conference Center.
- Meeting notices or other written material may not be posted without prior approval.
- Handbills, literature or promotional materials that advertise, promote, or identify a commercial enterprise may not be distributed.
- In posting approved materials, User may not use stickers, labels, cellophane tape, or other attachments that will leave a glue, paste, or oil residue behind upon removal. Screws, nails or other mounting techniques that might adversely affect the structural or decorative integrity of any part of the building are prohibited. Approved postings can be placed on easels or inserted into door signs.

### 8) Electrical Outlets

- The Conference Center does not allow equipment to be plugged into outlets without prior authorization. Prior arrangements should have been made with the IDOA Vendor Fair Committee.

### 9) Enforcement

- If damage to buildings, grounds or equipment is noted, IDOA may charge the person(s) responsible for the cost of repair.

### 10) Equipment

- Equipment brought in must be approved in advance upon reserving space and must be removed immediately following an event.

**11) Firearms**

- No one may carry, either openly or concealed, firearms or other dangerous weapons, unless authorized by law.

**12) Floral / Plants**

- All floral arrangements and plant matter brought into the building must be clean and pest free.

**13) Food and Beverage**

- Limited types of food and beverages will be allowed in areas approved by the Conference Center, but absolutely not in the Auditorium.
- Alcoholic beverages will not be allowed on the premises.
- Attendees may carry drinks and snacks into the rooms as long as User assures no damage to carpets, furniture and equipment.
- If food and beverages are taken into a room, disposal of all remains must be made in appropriate receptacles.
- Because of cleaning difficulty, popcorn and like food items are not allowed in rooms.
- If beverages are spilled in hallways or rooms, User must notify Conference Center immediately, so that spot cleaning may be done.

**14) Music**

- Music will not be permitted in the Atrium during working hours. If music is part of an event inside a conference room, it cannot interfere with other meetings or with the on-going business of other agencies.

**15) Posters / Signs**

- IDOA will dispose of any unauthorized or improperly posted material found in the building or on the grounds.

**16) Set-Up**

- Once a room is set up for User, User will not rearrange the room. If changes must be made, User will contact the Conference Center office. Conference Center will not allow rearrangement of a room that has "permanent" seating.

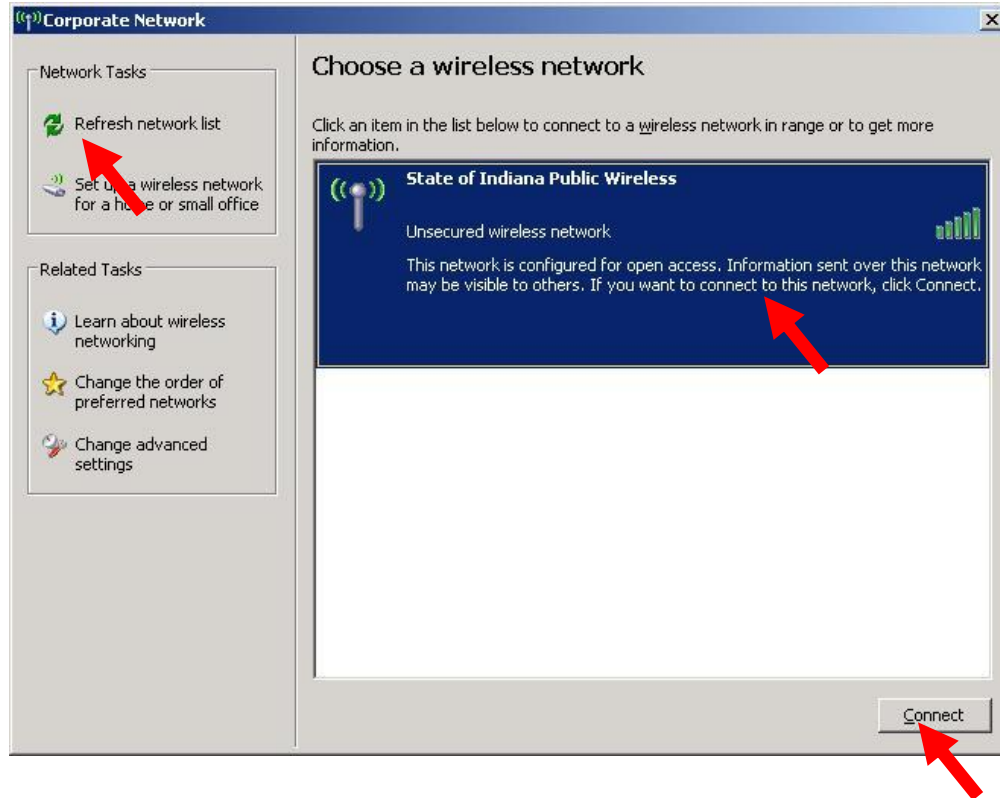
**17) Smoking**

- Smoking is not permitted inside the building. User must comply with campus smoking policies.

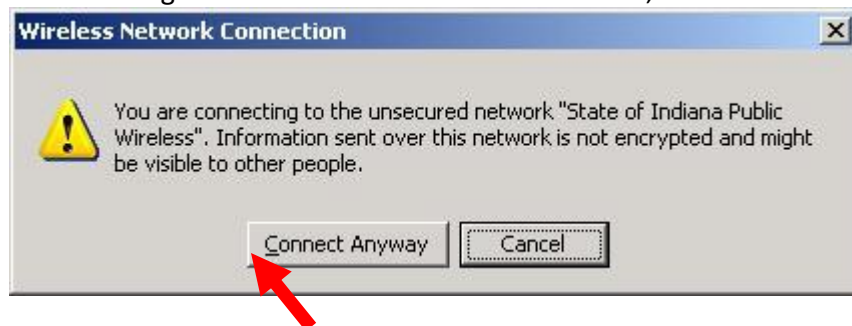
# CONNECTING TO STATE OF INDIANA PUBLIC WIRELESS

## Microsoft Windows XP

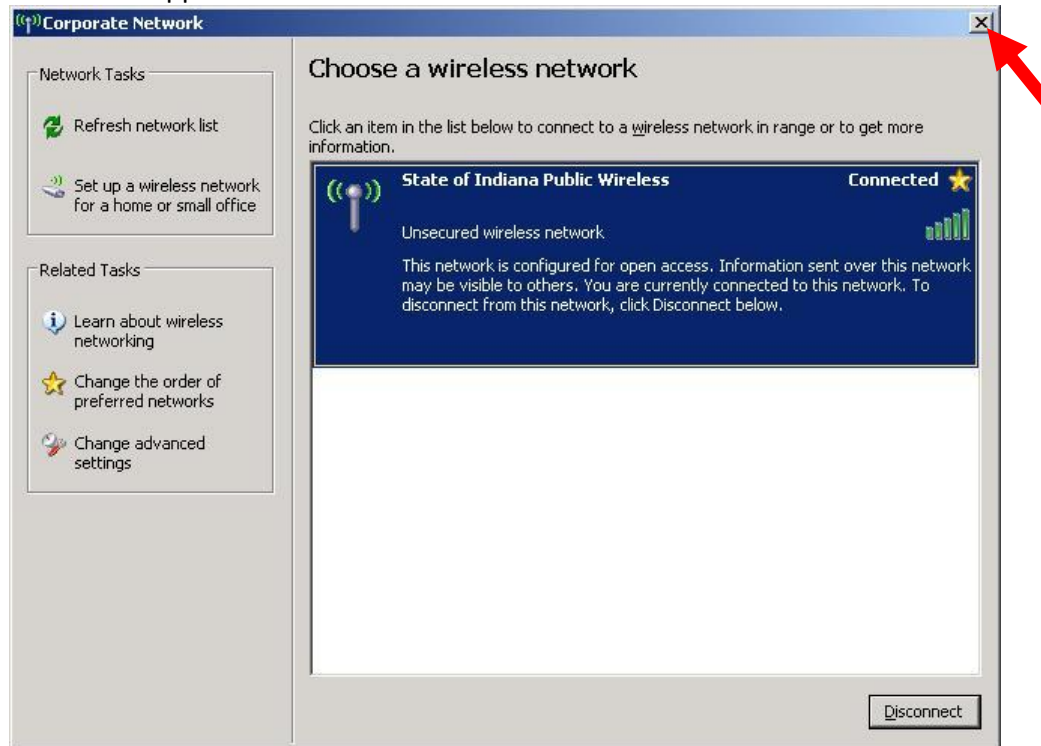
- 1) Double-Click the wireless icon in your system tray. The wireless network application will open and display the public wireless network. If you do not see it here, or if it says it could not find any wireless networks, click Refresh network list. Click State of Indiana Public Wireless, and then click Connect.



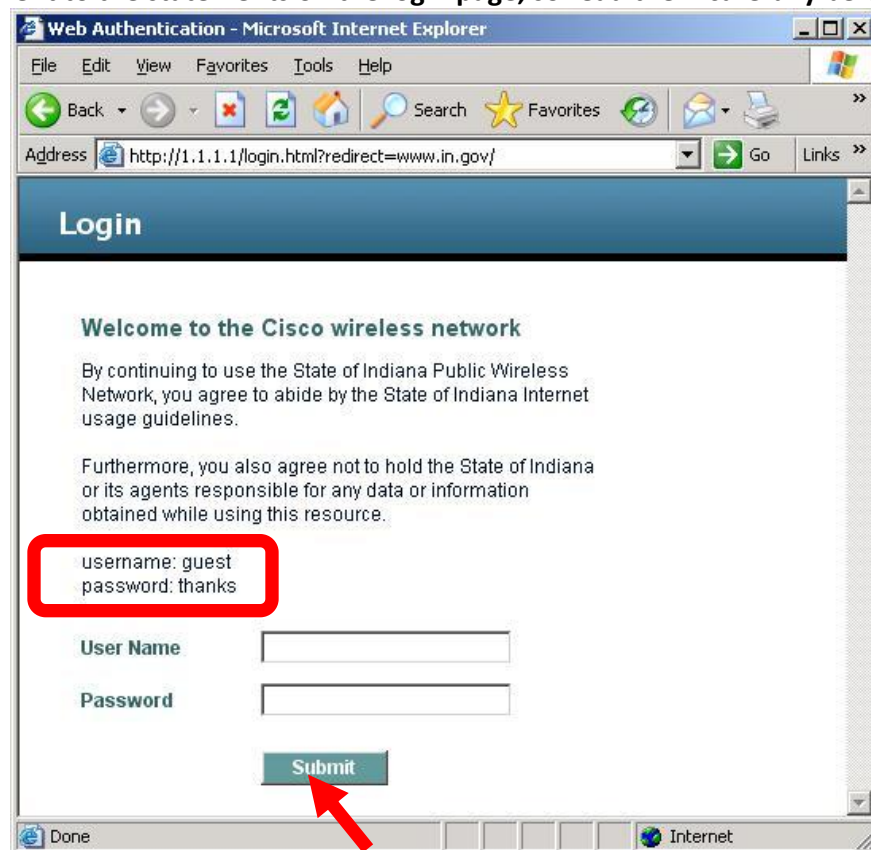
- 2) You may receive a warning because this connection is unsecured, click Connect Anyway.



- 3) After you are connected, you may close the wireless application windows using the X in the upper right hand corner of the application window.



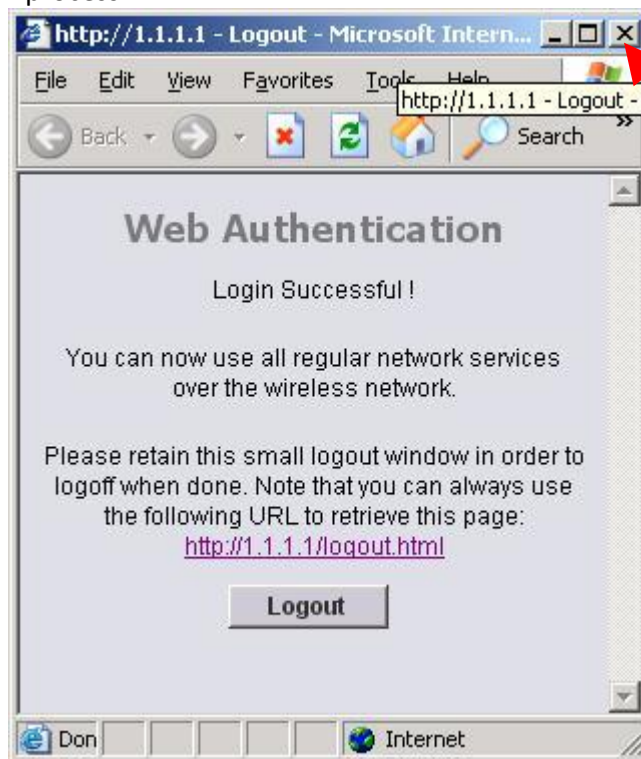
- 4) To complete your connection, open your Internet browser. You will be automatically redirected to a login page. The username and password are listed for you to log in. **Continuing your login constitutes your agreement to the statements on the login page, so read them carefully before proceeding.**



- 5) If you receive this warning or a similar warning below, click Yes to continue.



- 6) You may close the window below. You are not required to log out. Your session will be terminated automatically 24 hours after you log on. Therefore, you may continue to use the public wireless system for 24 hours without going through the login process again. After 24 hours, you will need to repeat the above login process.





# Microsoft Windows Vista

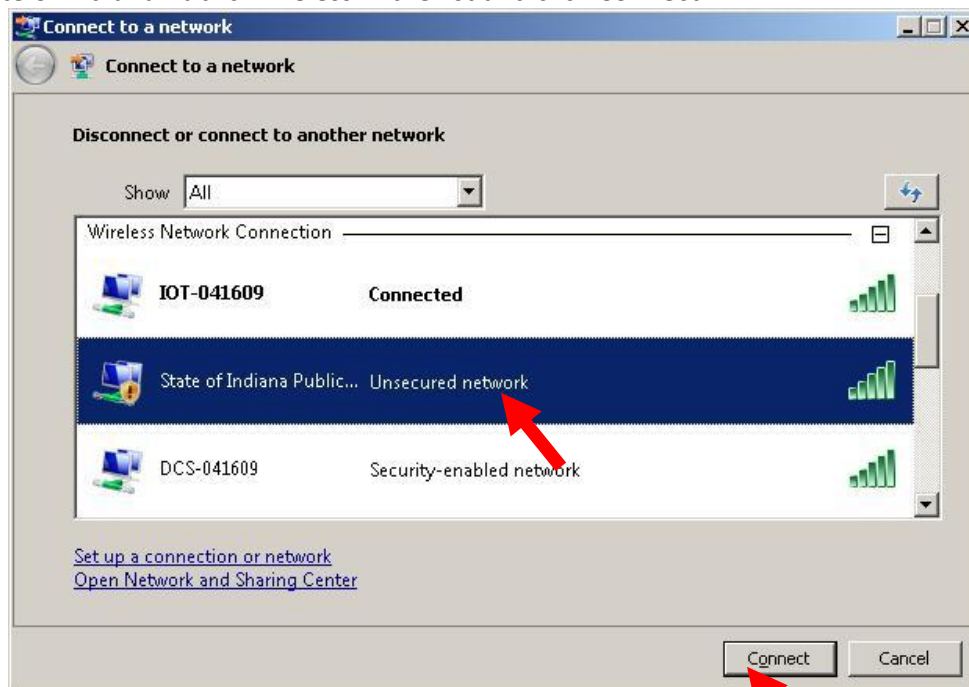
- 1) Click the network icon in your system tray. Click on Network and Sharing Center.



- 2) Click Connect to a network.

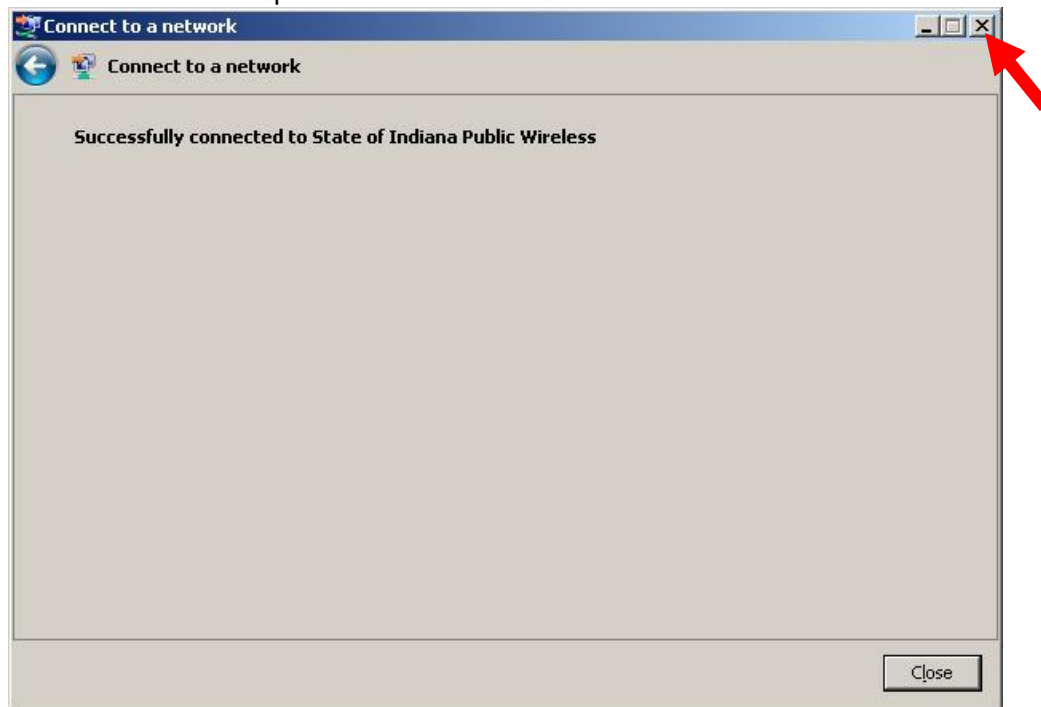


- 3) Find State of Indiana Public Wireless in the list and click Connect.

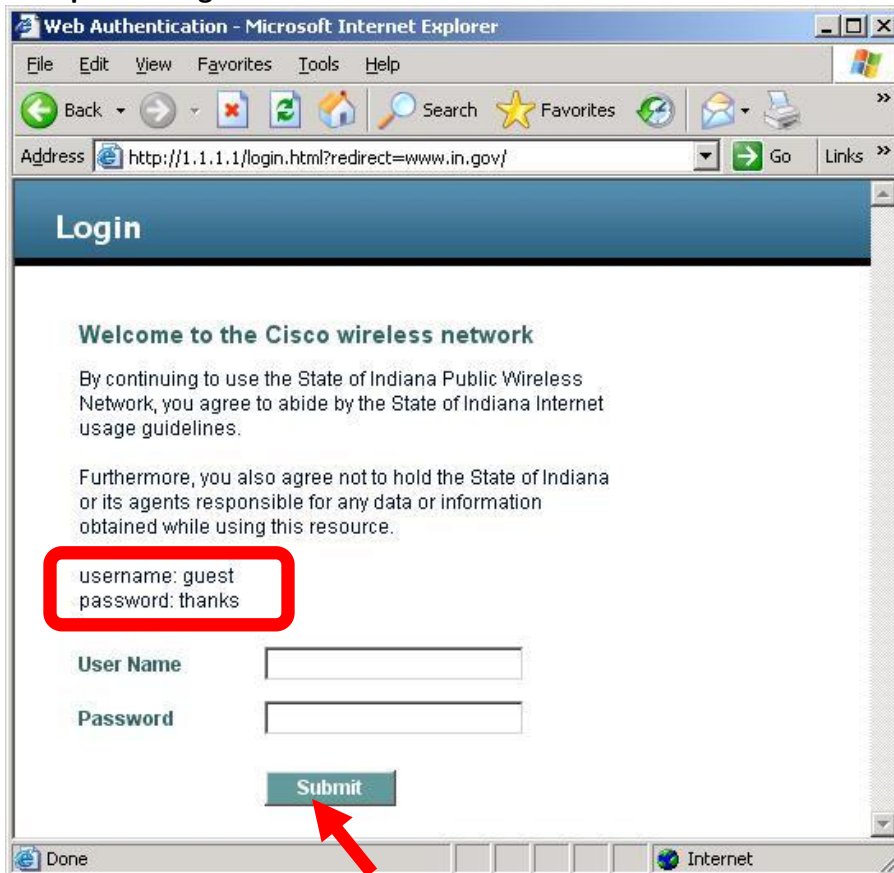




- 4) You will be connected to the public wireless network. Then close window.



- 5) To complete your connection, you must open your Internet browser. You will be automatically redirected to a login page. The username and password are listed on the page for you to log in. **Continuing your login constitutes your agreement to the statements on the login page, so read them carefully before proceeding.**



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